POL 321-01  
Instructor:
Office Hours: T 4:00-6:00 p.m.; MWF 10-12:00
Phone: 910-672-2001

POL 321 - PUBLIC PERSONNEL MANAGEMENT

COURSE DESCRIPTION:

This course will examine the theory, practice, and organization of the contemporary public personnel system in the United States, including the essentials of personnel training, classification, compensation, promotion, testing, employee relations, and employee organizations. The focus of the course is on the management, results, responsiveness and accountability of civil service. Civil service is defined as a governance system that is composed of a complex and dynamic network of governmental agencies, nonprofit organizations, and for-profit businesses.

MAJOR COURSE OBJECTIVES:

1. To introduce the student to the evolution of public personnel administration.
2. To examine the various modern theories of public personnel management.
3. To review the demography of American public service.
4. To introduce the student to the various strategies used to assess the organizational performance of public organizations in the United States of America.
5. To examine the legal framework of public personnel administration with a focus on the constitutional rights of public employees and their responsibilities to the public employer and the public interest.
6. To provide the student with a focused examination of the nondiscrimination law and practice in the service.
7. To closely examine the various civil service reforms initiatives that have taken place on the state and local levels.

COURSE REQUIREMENTS:

Students are responsible for all required text assignments and other material assigned. The course is designed around a lecture, student participation and class discussion format. Class discussion will require student participation. There will be two exams: midterm and a final. Both will be a combination of multiple-choice and definition/explanation of public administration concepts. Class attendance is mandatory and will count towards class participation.

COURSE GRADE:

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<tbody>
<tr>
<td>Midterm Exam</td>
<td>40 percent</td>
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<tr>
<td>Class participation</td>
<td>10 percent</td>
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<td>Final exam</td>
<td>50 percent</td>
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REQUIRED TEXTS: (Available at the University Bookstore)


COURSE OUTLINE:

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics and Assignment</th>
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<tbody>
<tr>
<td>August 19</td>
<td>A. Review of books and Requirements</td>
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<td>B. Questions about the Course</td>
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<td>C. Intro. Public Personnel Management</td>
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<td>D. Intro. to Public Service</td>
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August 22  
**American Public Service**

A. Size and distribution of the American Public Service  
B. Demographics of the Public Service and the Civilian Labor Force  
Assignment:  
Nigro et al., Chapter 1

August 24  
**Evolution of Public Personnel Administration I**

A. Era of political Responsiveness  
B. Civil Service Reform I: Neutral competence in Government  
Assignment:  
Nigro et al., pp. 21-33

August 26  
**Evolution of Public Personnel Administration II**

A. Civil Service Reform II: Effective and responsive Government  
Assignment:  
Nigro et al., pp. 34-53

August 29  
**Public Organizational Performance Strategies I**

A. Competitive Strategy  
B. Cooperative Strategy  
Assignment:  
Nigro et al., 55-70

August 31  
**Public Personnel Performance Strategies II**

A. Incorporation Strategy  
B. Managing Work Force Performance  
Assignment:  
Nigro et al., pp. 71-84

September 2, 5  
**Recruitment and Selection I**

A. finding and Attracting Qualified Applicants  
B. Selection Methods, Issues, and Applications  
Assignment:  
Nigro et al., pp. 85-111

September 7  
**Recruitment and Selection II**

A. Relationship Between Competitiveness, Validity, & Equal Employment Opportunity  
Assignment:  
Nigro et al., pp. 112-121

September 7, 9  
**Job Evaluation and Pay I**

A. Job Analysis and Evaluation  
B. Job Pricing  
Assignment:  
Nigro et al., pp. 123-129

September 12, 14  
**Job Evaluation and Pay II**

A. Job Evaluation in the Federal Service  
Assignment:  
Nigro et al., pp. 130-133

September 16  
**Job Evaluation and Pay III**
September 19, 21

Performance Appraisal and Pay for Performance

A. The New Performance Appraisal
B. Pay-for-Performance in the Public Service
Assignment:
Nigro et al., pp. 199-207

September 23

Collective Bargaining in the Public Sector I

A. Types of Public Employee Organizations
Assignment:
Nigro et al., pp. 199-207

September 26

Collective Bargaining in the Public Sector II

A. Elements of a Collective Bargaining System
Assignment:
Nigro et al., pp. 208-231

September 28

Rights and Responsibilities of Public Employees I

A. The Constitution and Public Employment
B. Quiz 1
Assignment:
Nigro et al., pp. 233-241

September 30

Rights and Responsibilities of Public Employees II

A. Political Activities of Public Employees
B. Return Quiz 1
C. Review for Midterm Exam
Assignment:
Nigro et al., pp. 242-247

October 3

Midterm Exam

October 15-18

Midterm Break

October 14

Anti-Discrimination Laws and Programs in the Public Sector I

A. Evolution of Anti-discrimination Laws
Assignment:
Nigro et al., pp. 249-263

October 15-18

October 19

Anti-discrimination Laws and Programs in the Public Service II

A. Addressing discrimination against the disabled
B. Sexual Harassment
Assignment:
Nigro et al., pp. 264-278

October 21

Responding to the Changing American Workforce I

A. The changing American family
B. Employee Benefit Plan
C. Review for Midterm Exam
Assignment: Nigro et al., pp. 279-284

October 26

Responding to the Changing American Workforce II
A. Flexible Work Programs & work Place
B. Part-time Work
Assignment: Nigro et al., pp. 285-289

October 28

Responding to the Changing American Workforce III
A. Family Leave Policies
B. Child Care Programs
C. Child Care Centers for Public Employees
Assignment: Nigro et al., pp. 290-293

November 2

Responding to the Changing American Workforce IV
A. Elder Care Programs
Assignment: Nigro et al., pp. 294-300

November 4

Civil Service Reform I
A. Civil Service Reform in the U.S. Government
Assignment: Nigro et al., pp. 303-306

November 9

Civil Service Reform II
A. Civil Service Reform in Georgia
Assignment: Nigro et al., pp. 307-308

November 16

Civil Service Reform III
A. Civil Service reform in Florida
Assignment: Nigro et al., pp. 309-310

November 18

Civil Service Reform IV
A. The U.S. Department of Homeland Security
B. Quiz 2
Assignment: Nigro et al., pp. 311-317

November 23

Future of Public Personnel Management I
A. Civil service Reform
B. Final Exam for Graduating Seniors
B. Return Quiz 2
Assignment: Nigro el at., p. 323

November 26

Future of Public Personnel Management II
A. Workforce Planning & Human Resource Development
   Assignment:
   Nigro et al., pp. 324-427

November 30

   Future of Public Personnel Management III
   A. Employment Relationship
   Assignment:
   Nigro et al., pp. 328-333

December 2

   Review for Final Exam

December 7

   Final Exam: All Topics

***HAVE A VERY HAPPY HOLIDAY***